

# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:

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November 4, 2005

EMAIL TRANSMISSION – 11/4/05

Instruction Memorandum No. MT-2006-011

Expires: 9/30/07

To: State Management Team

From: State Director

Subject: Fiscal Year (FY) 2006 Goals for Submission of Purchase Requisitions

### **Program Area:** Procurement and Budget

**Purpose:** The purpose of this IM is to establish FY 2006 target dates for submission of purchase requisitions in order for the procurement staffs to provide quality, timely services; meet the State Director's goal that 30 percent of budgets are obligated by March 31, 2006; 70 percent obligated by June 30, 2006; and 100 percent obligated by August 31, 2006. The above referenced percentages are based upon the budget units operational funding allocated to the types of acquisitions listed below. This IM also establishes the deadlines for submitting construction project purchase requests that require State Office Engineering review.

**Policy/Action:** It is recommended that you submit the draft construction project purchase request to the State Office Engineering staff at least 3 weeks prior to the target dates shown below. This should allow time for adequate review and editing. The State Office will provide the review and comments to the field offices within 10 working days from the time the contract is received in the State Office.

Following are the FY 2006 target dates for submitting purchase requests to the respective procurement staffs in the Montana/Dakotas:

<b><u>Type of Acquisition:</u></b>	<b><u>Target Date</u></b>	<b><u>ALT*</u></b>
<b><u>Goal - 30% obligated by March 31, 2006</u></b>		
Inter and Intra Government Orders	2/17/06	4-6 weeks
Assistance Agreements	2/03/06	8 weeks
Modifications to existing agreements	3/03/06	4 weeks
Contracts between \$25,000 and \$100,000	2/10/06	7 weeks
Orders against an existing contract-technical & price	2/17/06	6 weeks
8(a) contract	3/03/06	4 weeks
Purchase Orders between \$2,500 and \$25,000 (construction and services)	2/24/06	5 weeks
Purchase Orders between \$2,500 and \$25,000 (supplies)	3/10/06	3 weeks

<b><u>Type of Acquisition:</u></b>	<b><u>Deadline</u></b>	<b><u>ALT*</u></b>
<b><u>Goal - 70% obligated by June 30, 2006</u></b>		
Inter and intra Government Orders	5/19/06	4-6 weeks
Assistance Agreements	5/05/06	8 weeks
Modifications to existing agreements	6/02/06	4 weeks
Contracts between \$25,000 and \$100,000	5/12/06	7 weeks
Orders against an existing contract-technical & price	5/19/06	6 weeks
8(a) contract	6/02/06	4 weeks
Purchase Orders between \$2,500 and \$25,000 (construction and services)	5/26/06	5 weeks
Purchase Orders between \$2,500 and \$25,000 (supplies)	6/09/06	3 weeks
<b><u>Goal - 100% obligated by August 31, 2006</u></b>		
Inter and Intra Government Orders	7/20/06	4-6 weeks
Assistance Agreements	7/06/06	8 weeks
Modifications to existing agreements	8/03/06	4 weeks
Contracts between \$25,000 and \$100,000	6/22/06	7 weeks
Orders against an existing contract-technical & price	7/20/06	6 weeks
8(a) contract	8/03/06	4 weeks
Purchase Orders between \$2,500 and \$25,000 (construction and services)	7/06/06	5 weeks
Purchase Orders between \$2,500 and \$25,000 (supplies)	8/10/06	3 weeks
<b>Sign Requisitions:</b> Submitted to MT931	8/15/06	3 weeks

\* ALT = Acquisition Lead Time - The estimated time required to process the acquisition from receipt of a complete acquisition package, including a purchase requisition, statement of work, and all required approvals. The acquisition lead times are under optimum conditions, assuming no clarification and/or revision of the procurement request is necessary. Additional lead time may be required if this is not the case.

**Timeframe:** As stated above.

**Budget Impact:** Failure to submit purchase requisitions by the above deadlines may result in funds not being obligated, necessitating carryover.

**Background:** None.

**Manual/Handbook Sections Affected:** None.

**Coordination:** This IM was coordinated internally within the Montana State Office.

**Contact:** If you have any questions, please contact Mary Clark, Supervisory Procurement Analyst, at (406) 896-5205, or Joyce Norris, Administrative Officer, at (406) 896-5184.

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